

Pit River Tribal Office  
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Burney, CA 96013  
[www.pitrivertribe.org](http://www.pitrivertribe.org)



Human Resources Dept.  
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Agnes Gonzalez Tribal Chairperson	Mickey Gemmill Jr. Tribal Vice Chairman	Tracy Eleck Tribal Secretary	Brandy McDaniels Tribal Treasurer	Lawrence Cantrell Sergeant-At-Arms	Jolee George Recording Secretary
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The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California. To learn more please visit our website at <http://pitrivertribe.org/>

### **Job Announcement**

**Position Job Description:** Office of Emergency Services Assistant  
**Department:** Office of Emergency Services  
**Reports To:** OES Director  
**Status:** Fulltime, nonexempt  
**Annual Salary Range:** DOE,  
**Benefits:** The Pit River Tribe offers a full Healthcare (medical-dental-eye-life) package After successful completion of 90-day probation, F/T employees may accrual and personal and sick leave and eleven paid holidays

#### **Position Summary:**

Assists with technical and administrative tasks related to office operations plan development and disaster response. The Emergency Service Assistant is a paraprofessional class. This class is distinguished from the Emergency Services Coordinator class by its focus on administrative and paraprofessional support for disaster, emergency planning, homeland security, and coordination activities. At this level, initially decisions are typically made in routine operations with little deviation, based on process and procedure and work is performed in accordance with established guidelines or procedures where few deviations from established practices are made without checking with the supervisor. With time and experience, this class will be exposed to non-routine operations which will require exercising of judgement and will begin will require to exercise some judgement in selecting appropriate established guidelines to follow, where significant deviations require prior approval and interpretation of general administrative or operational policies will sometimes be necessary. This class has regular contact with others at similar levels within the organization or external peers, general public and customers for the purpose of providing or obtaining readily available easily understood no-controversial information.

#### **Essential Duties and Responsibilities:**

- Performs information gathering, compilation and interpretation of data for research and reporting purposes.
- Researches and provides reference information related to homeland security and/or disaster and emergency planning and recovery services.
- Researches and provides reference information related to homeland security and/or emergency services grant availability.
- Assist in the preparation of reports documents or other technical materials.

- Provides information to staff and the public on policies regarding homeland security initiative and/or emergency service operations.
- Assists with administrative tasks related to office operations, plan development, exercise support and disaster response.
- Provides information to departmental personal on the preparation of budget and policy documents and reports.
- Inputs and maintains data in an automated system and generates reports.
- May provide administrative support in responding to local disasters and emergencies, performing duties as assigned during an emergency in which the Department of Emergency Management is involved, including working in the Emergency Operations Center during activation.
- May assist in coordinating services at large events to ensure efficient and effective management of the Tribes response at planned events.
- Assists in developing, drafting, and/or presenting written status and/or financial reports to a public legislative body, or the Tribal Council regarding regional Urban area security initiative (UASI) projects.
- Review all federal, state, county and other entity permits to disturb grounds to ensure it is done properly if within Tribal jurisdiction.
- Cooperate with the Secretary of Interior, the Advisory Council on Historic Preservation, and other Federal and state agencies, local Governments, organization, and individuals to ensure that historic properties are taken into consideration at all levels of planning and development.
- Assists with the facilitation and coordination of local and regional work group meetings.
- Performs related duties and responsibilities as assigned.
- Write grants that will support the efforts of the THPO program including possible museum funding.
- Other job-related duties as assigned.

**Key Skills and Knowledge:**

- Knowledge of home land security initiative and/or emergency services processes and programs; and programs; and word processing and data base software.
- Ability to gather and compile information to provide support and assistance for programs and projects, including the ability to perform efficient web searches to gather relevant project data; analyze and interpret data and information to determine relevance to assigned subject; speak clearly, concisely and effectively to communicate work related information, prepare technical reports, records and other documents related to emergency planning/management; deal tactfully and effectively with the general public, governmental officials, Tribal Council, professional and technical persons, staff, regional jurisdiction representatives, public legislative bodies, and employee contractors; and use a computer to research and extract information, and prepare correspondence, written reports, and other documents.

**Qualifications:**

- Education possession of an Associate’s degree from an accredited college or university in business, public administration, emergency management, or a closely related field of expertise; an equivalent of experience in these fields may be substituted if the applicant has at least one year of concurrent employment that is directly related to the stated job duties or education requirements.
- Must possess verbal and written communication skills as this position works with businesses, and a variety of governments, state, county, federal, and tribal entities.
- Have the ability to follow written and oral instructions.
- Prefer a degree in the related field and or previous experience in the above stated categories programs, courses, training etc.

- Must have a working knowledge of federal, state contract, and grant management activities as they pertain to FEMA and Emergency Operations.
- Must have a demonstrated ability to communicate with effectively with governing boards, management team members, and professional colleagues.
- Demonstrated ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
- Demonstrated ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend solutions.
- Must have demonstrated abilities to initiate and follow through on complex administrative task, manage time, and meet deadlines.
- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier

**Requirements:**

- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier.
- Adhere to all PRT policies
- Must successfully pass a pre-employment drug and alcohol screening and be willing to submit to a criminal background check.

**Indian Preference:** Pit River Tribal Member and Indian preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Note: This position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in communicating and engaging Native people and tribal organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

The Pit River Tribe (PRT) job description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

**Applications and Job descriptions:** can be downloaded from the Pit River Tribe website at <http://pitrivertribe.org/tribal-employment/> or from the HR Department at Tribal Administration. All applications must be completely filled out, legible and with reliable contact information including your email address if available. Incomplete applications will not be considered. For supervisory, management or Director positions it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

**Contact:**

Human Resources Department  
 Elizabeth Sato, HR Director  
 36970 Park Avenue  
 Burney, California 96013  
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 (530)335-3140 Fax

[HR@pitrivertribe.org](mailto:HR@pitrivertribe.org)  
<http://pitrivertribe.org/>

*HR use only below*

Posted: 6-17-2019

Deadline: **Open Until Filled**